

**ADVERTISEMENT FOR PROFESSIONAL MEP ENGINEERING SERVICES  
CITY OF HOUSTON**

The City Secretary for City of Houston will receive Statement of Qualifications (SOQ) at 900 Bagby, Room P101, Houston, Texas for the following General Services Department project(s):

**Project Name and Number:** **Tranquillity Fountain Mechanical Renovation**

**Insert WBS No: F-HARVEY-0007-3**

**Project Description:** Mechanical renovation for an existing fountain approximately 400,000 gallon in size. The scope of work will include engineering design services for the following: Removal and replacement of the existing pumps, existing filters, and existing feeder and return water lines; replacement of existing electrical controls and existing wires and conduits.

**Qualification Submittal Date:** June 25, 2020

**Project Location:** 400 Rusk St.

**Project Manager:** Duncan Elliott/ 832 393 8044

**Estimated Construction Budget:** \$800,000.00

**Pre-submittal Meeting:** Tuesday, June 16, 2020 at 2 PM

**Microsoft Teams Meeting**

Email: [Duncan.elliott@houstontx.gov](mailto:Duncan.elliott@houstontx.gov) for link to MS Teams meeting  
or call: **+1 936-755-1521** Conference ID: **659 420 3#** at time of meeting

SOQs will be accepted until 2:00 p.m., local time on the date shown above. SOQs received after that time will not be accepted. **Request for RFQ documents should be sent to [Richard.Vella@houstontx.gov](mailto:Richard.Vella@houstontx.gov);**

**cc: [duncan.elliott@houstontx.gov](mailto:duncan.elliott@houstontx.gov)**

Addenda will be posted on the following General Services website for your review:

<http://www.houstontx.gov/generalservices/advertisements.html>

Respondent acknowledges that Federal Emergency Management Agency (FEMA) financial assistance will be used to fund this Agreement and Respondent agrees to comply with all applicable Federal laws, regulations, executive orders, FEMA requirements, and all other terms and conditions incorporated into the bid documentation.

Contracts funded in whole or in part by federal funding (e.g. FEMA Public Assistance Grants) are also subject to the requirement at 2 C.F.R. § 200.321 to solicit minority businesses, women's business enterprises, and labor area surplus firms when possible. The list of labor surplus areas is provided at the Department of Labor's website at <https://doleta.gov/programs/lisa.cfm>.

Regulation 2 C.F.R. § 200.321 requires, where subcontracting is permitted, contractors to take the following affirmative steps:

1. Solicitation Lists. The Contractor must place small and minority businesses and women's business enterprises on solicitation lists.
2. Solicitations. The Contractor must assure that it solicits small and minority businesses and women's business enterprises whenever they are potential sources.
3. Dividing Requirements. The Contractor must divide total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses and women's business enterprises.
4. Delivery Schedules. The Contractor must establish delivery schedules, where the requirement permits, which encourage participation by small and minority businesses and women's business enterprises.
5. Obtaining Assistance. The Contractor must use the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce.

The Contractor must take these steps regardless of whether it has met the City's MWBE goal referenced above. Selected Firm(s) should clearly document the communication and outreach to the certified business. Documentation may include mail logs, phone logs, or similar records documenting the use of the above identified sources of information about MWSBE firms, the efforts to contact them, and other efforts to meet the above requirements.

It is unlawful for any Contractor to contribute or offer any contribution to a candidate for City elective office during a certain period prior to and following a contract award. (Chapter 18, City Code). Contractor will be required to comply with Anti-discrimination provisions (Chapter 15, Article II, City Code), Pay or Play Program (Executive Order 1-7 and Ordinance 2007-0534), and the Minority, Women, Persons with Disabilities and Small Business Enterprise requirements (Chapter 15, Articles V and VI, City Code and Executive Order 1-2).

Dated: \_\_\_\_\_

(Publish: Friday, May 29 and June 5, 2020)

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Pat Jefferson Daniel  
Interim City Secretary